

**Secretariat**

21 January 2004

Information circular***To:** Members of the staff**From:** The Assistant Secretary-General for Human Resources Management**Subject:** **Classification of duty stations and special entitlements for staff members serving at designated duty stations**

1. The purpose of the present information circular is to inform the staff of the classification of duty stations established by the International Civil Service Commission (ICSC) according to conditions of life and work and to the revised lists of duty stations designated by ICSC where special entitlements apply for eligible staff, as explained in paragraphs 6 to 10 below. The revised lists are set out in annexes II and III to the present circular. The revisions are effective 1 January 2004.

I. Classification of duty stations

2. All duty stations are placed by ICSC in one of six categories: H and A to E. The H category comprises headquarters duty stations and other duty stations in similar locations where the United Nations has no developmental or humanitarian programmes. The A to E categories comprise all other duty stations classified by order of difficulty of conditions of life and work. Annex I to the present circular contains the list of duty stations classified in the H category. Annex II contains the list of duty stations classified in the A to E categories.

Mobility and hardship allowance

3. The category of the duty station where a staff member is serving and/or has served, H and A to E, is one of the factors that determines whether the staff member is eligible for each of the three elements of the mobility and hardship allowance, namely, the mobility, the hardship and the non-removal elements. It is also a factor in determining the amount of the allowance. The relevant provisions on the matter are set out in staff rules 103.22 and 203.11 and in the administrative instruction on the mobility and hardship allowance.

* The present circular will be in effect until further notice.



Removal costs

4. The category of the duty station is a factor in determining eligibility for removal costs under staff rule 107.27. Such costs are normally payable in the case of service at H duty stations when the appointment is for two years or more or the assignment to a new duty station is expected to be for two years or more. In those cases where removal costs are not payable, the staff member may be eligible for the non-removal element of the mobility and hardship allowance.

Special entitlements at designated duty stations

5. The classification of duty stations in the A to E categories is linked to the special entitlements that are set out in the administrative instruction on special entitlements for staff members serving at designated duty stations.

II. Duty stations at which special entitlements may apply for eligible staff

6. At duty stations classified in the A to E categories, which are listed in annex II to the present circular, one or more of the special entitlements set out in the administrative instruction on special entitlements for staff members serving at designated duty stations may apply, as indicated in paragraphs 7 to 9 below. The granting of these entitlements is subject to the conditions established in the applicable staff regulations and rules and the above-mentioned administrative instruction.

7. The category of each of the duty stations listed in annex II is indicated in the first column of the annex. At duty stations classified in the C, D and E categories, eligible staff are entitled to:

(a) Accelerated home leave travel, that is, home leave travel once in every 12 months; and

(b) Special terms for the exercise of the unaccompanied shipment entitlement of 50 kilograms or 0.31 cubic metres for travel on home leave, family visit or education grant so that the unused portion of the entitlement for one leg of the travel may be used to supplement the normal entitlement for the other leg of the travel.

8. The designated duty stations where eligible staff are entitled to additional education grant travel and an additional reimbursement for boarding costs under the education grant are indicated in the second column of annex II to the present circular.

9. The designated duty stations where eligible staff are entitled to additional shipment entitlements, namely, an annual shipment entitlement and a shipment on the birth or adoption of an infant, are indicated in the third column of annex II to the present circular.

10. Eligible staff members serving at duty stations in the countries listed in annex III to the present circular are entitled to reimbursement of the costs of basic medical examinations for accompanying eligible family members.

11. The present circular supersedes information circular ST/IC/2003/10 and Add.I.

Annex I**List of countries where duty stations are classified in the
H category**

(Effective 1 January 2000)

Australia
Austria
Belgium
Canada
Denmark
Finland
France*
Germany
Greece
Italy
Japan
Netherlands
Norway
Portugal
Spain
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland
United States of America

* Including Monaco.

Annex II

List of duty stations classified in the A to E categories
(Effective 1 January 2004, except where otherwise indicated)

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Afghanistan			
Bamyan	E	X	X
Faizabad	E	X	X
Herat	E	X	X
Jalalabad	E	X	X
Kabul	E	X	X
Kandahar	E	X	X
Mazar-e-Sharif	E	X	X
Albania			
Durres	C	X	X
Kukes	C	X	X
Shkoder	C	X	X
Tirana	C	X	X
Viore	C	X	X
Algeria			
Algiers	E	X	X
Angola			
Huambo ^a	D	X	X
Kuito Bie ^a	D	X	X
Lobito ^a	D	X	X
Luanda ^{a,b}	C	-	X
Lubango	D	X	X
Luena ^a	D	X	X
Malange	E	X	X
Menongue (Cuando Cubango)	E	X	X
N'dalatando	E	X	X
Saurimo (Lunda Sul Province) ^a	D	X	X
Sumbe (Cuanza Sul)	E	X	X
Sumbe (N'Gunza)	D	X	X
Uige	E	X	X
Argentina			
Buenos Aires	A		
Armenia			
Yerevan	D	X	X
Azerbaijan			
Baku ^a	B	X	

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Bahamas			
Nassau	A	X	-
Bahrain			
Manama	B	-	-
Bangladesh			
Cox's Bazaar	D	X	X
Dhaka	C	-	X
Barbados			
Bridgetown	A	-	-
Belarus			
Minsk*	A	X	-
Belize			
Belize City*	B	X	-
Belmopan*	B	X	X
Benin			
Abomey	C	X	X
Cotonou	B	X	-
Parakou	D	X	X
Porto Novo	B	X	-
Bhutan			
Thimphu	D	X	X
Bolivia			
Cochabamba	B	-	-
La Paz	B	-	-
Bosnia and Herzegovina			
Banja Luka	A	X	X
Bihac	B	X	X
Bijeljina	A	X	X
Goradze	B	X	X
Livno	A	X	X
Mostar	A	X	X
Sarajevo	A	X	-
Travnik	A	X	X
Trebinje	A	X	X
Tuzla	A	X	-
Botswana			
Gaborone	A	-	-
Brazil			
Brasilia	A	-	-
Rio de Janeiro	A	-	-

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Bulgaria			
Sofia*	A	-	-
Burkina Faso			
Ouagadougou	B	-	-
Burundi			
Bujumbura	D	X	X
Cankuzo	C	X	X
Gitega	D	X	X
Ngozi	D	X	X
Cambodia			
Battambang	D	X	X
Phnom Penh	C	X	-
Pursat	E	X	X
Rattanakiri	E	X	X
Siem Reap	D	X	X
Sisophon	D	X	X
Cameroon			
Douala	B	X	-
Ngaoundéré	B	X	-
Yaoundé	B	X	-
Cape Verde			
Praia	C	X	X
Central African Republic			
Bangui	D	-	X
Bouar	E	X	X
Mbaïki	E	X	X
Chad			
N'Djamena	D	X	-
Chile			
Santiago	A	-	-
China			
Beijing	B	-	X
Colombia			
Apartado	C	X	X
Barrancabermeja	C	X	X
Barranquilla	B	X	-
Santa Fé de Bogotá	B	-	-
Cali	B	X	-
Cartagena	A	X	-
Medellín	B	-	-
Pasto	B	X	-

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Puerto Asis (Putumayo)	C	X	X
Comoros			
Moroni/Grande Comore	D	X	X
Congo			
Brazzaville	D	X	X
Pointe-Noire	B	X	-
Costa Rica			
Liberia	A	X	-
San José	A	-	-
Côte d'Ivoire			
Abidjan	C	X	-
Gunglo ^a	E	X	X
Tabou	E	X	X
Croatia			
Zagreb	A	X	-
Cuba			
Havana	B	X	X
Cyprus			
Nicosia	A	-	-
Czech Republic			
Prague	A	-	-
Democratic People's Republic of Korea			
Pyongyang	E	X	X
Democratic Republic of the Congo			
Bukavu	E	X	X
Goma	E	X	X
Kinshasa	C	X	X
Kisangani	E	X	X
Kisenge	E	X	X
Lubumbashi	D	X	X
Zongo	E	X	X
Djibouti			
Djibouti	C	-	-
Dominican Republic			
Santo Domingo	A	-	-
Ecuador			
Guayaquil ^a	A	-	-
Ibarra	A	X	-
Lago Agrio (Sucumbios)	B	X	X
Quito ^a	A	-	-

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant, travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Egypt			
Cairo	A		
Ismailia	A	X	
El Salvador			
San Salvador	B		
Equatorial Guinea			
Acurenam	F	X	X
Malabo	D	X	X
Eritrea			
Asmara	C	X	X
Barentu	D	X	X
Dekembare	C	X	X
Keren	C	X	X
Massawa	D	X	X
Teseneay	E	X	X
Ethiopia			
Addis Ababa	C	X	X
Assosa	E	X	X
Dese	D	X	X
Dire Dawa	D	X	X
Gambella	E	X	X
Jijiga	E	X	X
Mekele	C	X	X
Mizan	E	X	X
Nazret	C	X	X
Fiji			
Suva	B	X	X
Gabon			
Franceville	D	X	X
Libreville	A		
Tchibanga	D	X	X
Gambia			
Banjul	C	X	X
Gaza			
Gaza Town	D	X	X
Georgia			
Akhaltsikhe	D	X	X
Tbilisi*	C	X	X
Ghana			
Accra	B	X	
Ho	C	X	X

<i>Overseas mission</i>	<i>Language</i>	<i>Additional education grant travel and subsistence of boarding costs</i>	<i>Additional shipment of personal effects</i>
Takoradi	C	X	X
Tamale	C	X	X
Guatemala			
Chiquimula ²	B	X	-
Guatemala City	B	-	-
Salula ²	B	X	-
Guinea			
Conakry ²	C	X	
Dabola	E	X	X
Kissidougou	E	X	X
Nazdrkore	D	X	X
Guinea-Bissau			
Bissau	E	X	X
Cabo	E	X	X
Guyana			
Georgetown	C		X
Haiti			
Cap-Haitien	D	X	X
Port-au-Prince	D	-	-
Honduras			
Nacaome	E	X	X
San Pedro Sula	B	X	-
Sancti Spiritus de Copan	B	X	-
Tegucigalpa ²	A	-	-
Hong Kong, China			
Hong Kong	A	-	-
Hungary			
Budapest	A	-	-
India			
Bhopal	D	X	X
Bhubaneswar	C	X	X
Bhub	C	X	X
Calcutta	C	X	X
Chennai (Madras)	A	X	-
Hyderabad	B	-	X
Jaipur	B	X	X
Lucknow	C	X	X
Mumbai (Bombay)	A	-	-
New Delhi	B	-	-
Pune	C	X	X

Duty station	Category	Additional education grant travel and reimbursement of boarding costs	Additional allowance of personal effects
Indonesia			
Ambon (Maluku)	C	X	X
Banda Aceh	C	X	
Jakarta	B		
Jayapura (Irian Jaya)	D	X	X
Makassar	C	X	X
Semarang	B	X	
Surabaya	A	X	
Termin	C	X	X
Tutu	D	X	X
Iran (Islamic Republic of)			
Ahwas	D	X	X
Karmonshah (Bakhtyaran)	C	X	X
Mashad	D	X	X
Tehran	C	X	X
Zahedan	D	X	X
Iraq			
Ahmed Karkak	E	X	X
Baghdad	D	X	X
Basrah	E	X	X
Mosul	E	X	X
Sulaymaniyah	E	X	X
Israel			
Tiberias	A	X	
Jamaica			
Kingston	B		X
Port Antonio	A	X	
Jerusalem			
Jerusalem	C	X	
Jordan			
Amman	A		
Kazakhstan			
Almaty*	B	X	
Astana	C	X	X
Kenya			
Dudhaki	E	X	X
Kisumu	E	X	X
Lokichoke	E	X	X
Morogoro	D	X	X
Mombasa	B		
Nairobi*	C		X

<i>Destination</i>	<i>Campuses</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Kiribati			
Tarawa	D	X	X
Kuwait			
Kuwait City	B	-	-
Kyrgyzstan			
Bishkek ²	C	X	X
Laos People's Democratic Republic			
Vientiane	C	X	X
Latvia			
Riga	A	X	-
Lebanon			
Beirut-Bashbak ²	B	X	X
Beirut ²	A	-	-
Hermel	B	X	X
Najoura ²	B	X	X
Saida Salim ²	B	X	X
Tyre (Cham) ²	B	X	X
Lesotho			
Maseru	C	-	X
Maseru's Hook	C	X	X
Thaba's Nek	D	X	X
Thabong	D	X	X
Thaba-Tseka	D	X	X
Liberia			
Monrovia	E	X	X
Nyanama	E	X	X
Libyan Arab Jamahiriya			
Sirt	C	X	X
Tripoli	B	X	X
Lithuania			
Vilnius	A	X	-
Macao, China			
Macao	A	X	-
Madagascar			
Antananarivo	E	X	X
Antananarivo	C	-	X
Antsirabe	C	X	X
Fianarantsoa	D	X	X
Mahajanga (Mayanga)	B	X	-
Toamasina (Fort Dauphin)	D	X	X
Toamasina (Tulear)	C	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Malawi			
Blantyre	B	-	X
Lilongwe	B	-	X
Malaysia			
Kuala Lumpur	A	-	-
Maldives			
Male	C	X	X
Mali			
Bamako	B	X	-
Bankass	E	X	X
Mopti	C	X	X
Segou	D	X	X
Tonka	E	X	X
Malta			
Valletta	A	-	-
Mauritania			
Nouakchott	C	X	X
Mauritius			
Port Louis	A	-	-
Mexico			
Mexico City	A	-	-
Tapachula, Chiapas	H	X	X
Mongolia			
Ulaanbaatar	E	X	X
Montserrat			
Montserrat	C	X	X
Morocco			
Casablanca	A	-	-
El Jadida	A	-	-
Rabat	A	-	-
Settat	A	X	-
Tangiers	A	X	-
Mozambique			
Beira	D	X	X
Chimoio	E	X	X
Maputo	C	X	-
Nampula	C	X	X
Pemba	D	X	X
Tete	D	X	X
Xai-Xai	D	X	X

<i>Date station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Myanmar			
Hakha	E	X	X
Maungdaw	E	X	X
Mong Pawk	E	X	X
Myitkyina	E	X	X
Sittwe	D	X	X
Yangon (Rangoon)	C	X	X
Namibia			
Oshakati	C	X	X
Rundu	D	X	X
Windhoek	A	X	-
Nepal			
Jhapa	D	X	X
Kathmandu	C	X	X
Nicaragua			
Managua	B	-	-
Niger			
Maradi	D	X	X
Mayahi	D	X	X
Niamey	C	X	X
Nigeria			
Abuja	C	X	-
Bauchi	D	X	X
Enugu	D	X	X
Kaduna	D	X	X
Lagos	D	X	X
Oman			
Muscat	B	-	-
Pakistan			
Islamabad	B	X	-
Karachi	C	X	-
Lahore	B	X	-
Peshawar	D	X	X
Quetta	E	X	-
Rawalpindi	B	X	-
Panama			
Panama City	A	-	-
Yaviza ^a	D	X	X
Papua New Guinea			
Arawa	E	X	X
Port Moresby ^a	D	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Paraguay			
Asuncion	A		
Peru			
Lima	B	-	
Philippines			
Davao City	B	X	
Manila	A	-	-
Poland			
Warsaw	A		
Qatar			
Doha	B	X	
Republic of Korea			
Seoul	A		
Republic of Moldova			
Kishinev ²	B	X	X
Romania			
Bucharest ²	A		-
Russian Federation			
Moscow	A	-	-
Nagran	C	X	X
Vladikavkaz	D	X	X
Rwanda			
Byumba	C	X	X
Gisenye	C	X	X
Kibuye	C	X	X
Kigali	E	X	X
Samoa			
Apia	C	X	X
Sao Tome and Principe			
Sao Tome	D	X	X
Saudi Arabia			
Jeddah ²	B	X	-
Rafha ²	C	X	X
Riyadh ²	B	-	-
Senegal			
Dakar	A	-	-
Kotougon	C	X	X
Serbia and Montenegro			
Belgrade	A	X	-
Kraljevo ²	A	X	-
Novi Sad ²	A	X	-

<i>Deity location</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Podgorica ^a	A	X	-
Prishtina ^a	B	X	-
Seychelles			
Mahe/Port Victoria	A	-	-
Sierra Leone			
Bo	E	X	X
Freetown	E	X	X
Kailahun	E	X	X
Kenema	E	X	X
Koidu	E	X	X
Zimni	E	X	X
Slovakia			
Bratislava ^a	A	-	-
Slovenia			
Ljubljana	A	X	-
Solomon Islands			
Honiara	D	X	X
Somalia			
Adalei	E	X	X
Hargeisa	E	X	X
South Africa			
Pretoria	A	-	-
Sri Lanka			
Batticaloa	F	X	X
Colombo	B	-	-
Jaffna	E	X	X
Kandy	B	X	-
Kilinochchi	E	X	X
Trincomalee	E	X	X
Vavuniya ^c	D	X	X
Sudan			
El Fasher	E	X	X
El Obeid	E	X	X
El Showak	E	X	X
Juba	E	X	X
Khartoum	D	-	-
Kosti	E	X	X
Port Sudan	D	X	-
Wau	E	X	X
Suriname			
Paramaribo ^a	B	X	-

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Swaziland			
Mbabane	A	X	-
Syrian Arab Republic			
Aleppo	B	X	X
Damascus ^a	B	X	X
Palmyra	C	X	X
Tajikistan			
Dushanbe	D	X	X
Thailand			
Ban Mae Sot	C	X	X
Bangkok	A	-	-
Kanchanaburi	A	X	-
Mae Hong Son	C	X	X
The former Yugoslav Republic of Macedonia			
Skopje ^a	A	X	-
Timor-Leste			
Baucau	D	X	X
Dili	D	X	X
Togo			
Lama Kara	C	X	X
Lome ^a	B	X	-
Tonga			
Nuku Alofa	B	X	X
Trinidad and Tobago			
Port-of-Span	A	-	-
Tunisia			
Gafsa	A	-	-
Tunis	A	-	-
Turkey			
Ankara	A	-	-
Van	B	X	X
Turkmenistan			
Ashgabad	D	X	X
Uganda			
Adjumani	E	X	X
Arua ^a	D	X	X
Entebbe	C	X	X
Gulu	E	X	X
Kampala	C	X	X
Mbarara	D	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Ukraine			
Kiev ^a	A	X	-
Simferopol	C	X	X
United Arab Emirates			
Abu Dhabi ^a	B	-	-
Al-Ain	B	-	-
Dubai	B	-	-
United Republic of Tanzania			
Arusha	C	X	X
Dar es Salaam	C	X	X
Isaka	E	X	X
Kasulu	E	X	X
Kibondo	E	X	X
Kigoma	E	X	X
Mwanza	C	X	X
Ngara	E	X	X
Zanzibar	C	X	X
Uruguay			
Montevideo	A	-	-
Uzbekistan			
Tashkent	C	X	X
Vanuatu			
Vila (Porta Vila)	B	X	X
Venezuela			
Caracas	A	-	-
Guasdualito	C	X	X
Machiques	C	X	X
San Cristóbal	B	X	-
Viet Nam			
Ha Tinh	D	X	X
Haiphong	D	X	X
Hanoi	B	-	X
Ho Chi Minh City	B	X	X
Quang Ninh	D	X	X
Tuyen Quang	D	X	X
West Bank			
East Jerusalem	C	X	-
Elsewhere in West Bank	C	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant (travel and reimbursement of boarding costs)</i>	<i>Additional shipment of personal effects</i>
Yemen			
Aden	D	X	X
Sana'a	D	-	X
Socotra	E	X	X
Zambia			
Kaoma	F	X	X
Kawambwa	E	X	X
Livingstone	A	X	-
Lusaka	C	X	X
Mongu	E	X	X
Mporokoso	D	X	X
Solwezi	D	X	X
Zimbabwe			
Beitbridge	C	X	X
Bulawayo	B	X	-
Harare	B	-	X
Masvingo	B	X	X
Mutare	B	X	X

* Denotes change in entitlement from previous year.

^b Transitional classification.

Annex III

Countries having duty stations that qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members, at 1 January 2004

Alghanistan	Libyan Arab Jamahiriya
Albania	Madagascar
Algeria	Malawi
Angola	Maldives
Armenia	Mali
Azerbaijan	Mariana Islands
Bangladesh	Marshall Islands
Belize	Mauritania
Benin	Micronesia, Federated States of
Bhutan	Mongolia
Bolivia	Mozambique
Bosnia and Herzegovina	Myanmar
Burkina Faso	Nepal
Burundi	Nicaragua
Cambodia	Niger
Cameroon	Nigeria
Cape Verde	Pakistan
Central African Republic	Papua New Guinea
Chad	Republic of Moldova
Comoros	Romania
Congo	Rwanda
Cuba	Samoa
Democratic People's Republic of Korea	Sao Tome and Principe
Democratic Republic of the Congo	Senegal
Djibouti	Serbia and Montenegro
Equatorial Guinea	Sierra Leone
Eritrea	Solomon Islands
Ethiopia	Somalia
Gabon	Sudan
Gambia	Suriname
Georgia	Tajikistan
Ghana	The former Yugoslav Republic of
Guatemala	Macedonia
Guinea	Togo
Guinea-Bissau	Tokelau
Guyana	Tonga
Haiti	Turkmenistan
Honduras	Tuvalu
Iraq	Uganda
Kazakhstan	United Republic of Tanzania
Kiribati	Uzbekistan
Kyrgyzstan	Vanuatu
Lao People's Democratic Republic	Viet Nam
Lesotho	Yemen
Liberia	Zambia